**Annex 3.**

**Guidelines for Preparation and Defense of Term Papers**

**by the students of the BA Programme in Political Science and World Politics**

1. **GENERAL PROVISIONS**
   1. These Guidelines have been prepared in line with the Regulations on the Regulations on Practical Training of Students under Core Bachelor’s, Specialist and Master’s Programmes at HSE University (hereinafter – the Regulations on Practical Training).
   2. The term papers are performed by the students of the second and third years of study. The term paper of the second year is performed only as a research paper. The third-year students may choose the format of the term paper – either a research paper or a policy paper.
   3. Regardless of the format, students prepare the term papers individually.
   4. The students are free to choose the language of the paper (English or Russian), upon the supervisor’s approval during the selection and approval of the topic of the term paper.
   5. The term paper requirements differ depending on the type and format of the term paper:
      1. Term papers prepared by the second-year students shall be a literature review on the topic chosen by the student and approved by the Academic Board of the Programme. Such term papers are prepared with an aim of reviewing the state of the art in the research problem chosen for a review and formulating the hypothetical questions and research puzzles for further study based on the literature review completed in the term paper.
      2. Research term papers prepared by the third-year students shall focus on showcasing the student’s skills at analyzing the existent theoretical approaches and empirical findings, as well as collecting, processing and analyzing new empirical data to deepen the fundamental understanding of the problem under consideration.
      3. Policy term papers prepared by the third-year students are conducted in a format of a policy paper, aimed at the development of a policy solution, followed by policy recommendations to the decision-making bodies.
   6. Policy term papers may be carried out by request or with the participation of a legal entity, external to the HSE. In this case, the procedure for establishing relations between the HSE and a legal entity is determined by the Regulations on Practical Training.
   7. The academic supervisor shall oversee the preparation of the student’s term paper. The procedure of appointment, approval and replacement of the academic supervisor is defined by the Regulations on Practical Training.[[1]](#footnote-1) An additional adviser can be appointed if necessary.
2. **STAGES OF TERM PAPERS PREPARATION**
   1. Deadlines for completing the main stages of the topic selection and approval, as well as the preparation and defense of the term papers, are defined by the Regulations on Practical Training. The key stages are specified in Annex A.
   2. The preparation of the term papers includes the following milestones:
      1. Students receive from academic supervisors and sign the statement of work, which specifies the deadlines and other terms of the term paper preparation;
      2. Students present the term paper project, with the preliminary motivation of the research, its structure and expected results;
      3. Students present the final version of the term paper, and get feedback from academic supervisors on what is to be corrected or improved, then introduce the corrections;
      4. Students submit the final version of the term paper to the virtual learning information system (VLIS) of the HSE;
      5. Academic supervisors write a feedback on the term paper;
      6. For third-year students – term papers undergo review;
      7. For third-year students – public defense of the term paper.
   3. Any changes and refinements of the topic are possible no later than one month before the deadline of the term paper submission, upon the application of the student.
   4. . Students are considered to have failed if they receive a fail grade for their term paper. In accordance with the University regulations, to have this academic failure waived they shall make appropriate corrections and revise the text of the term paper as may be necessary; the topic of the term paper and the academic supervisor may also be changed in this case. Such a change is put in place by the Director of the St. Petersburg Campus of the HSE.
   5. The term papers are assessed according to the criteria, specified in these Guidelines.
3. **GENERAL REQUIREMENTS FOR THE CONTENT AND VOLUME OF THE TERM PAPERS** 
   1. Usually, the research projects shall be carried out within one academic year, otherwise it is recommended to divide the research process into several stages, so that it could be completed by the time of the thesis defense.
   2. If a student opts to continue the work that he/she did in the previous years, the text of the term paper and the thesis can include references to the previous student’s term papers. However, word-for-word borrowing of entire paragraphs or chapters from the previous term papers are considered unacceptable and shall be qualified as resubmitting the same paper, as defined by the HSE Regulations on Checking Student Papers for Plagiarism. In exceptional cases, students are entitled to ask for the academic supervisor’s permission to use small excerpts from their previous term papers, but such excerpts cannot reproduce a whole paragraph or a chapter. Upon approval of the academic supervisor, small excerpts borrowed from a previously submitted term paper and properly formatted as quotations (with quotation marks and followed by a reference), shall not be regarded as self-plagiarism.
   3. The structure of the term papers includes the front page, two abstracts (in Russian and English) for research papers or an executive summary for policy papers, the table of contents, the main body, the conclusion, the bibliography and annexes (if necessary). The template for the front page is available in Annex B. The table of contents should be automatically generated in Microsoft Word or any other word processor of student’s choice.
   4. The second-year term paper should contain the following elements:
      1. Introduction: the research question, academic relevance, goal and tasks of the research, brief description and justification of the selected literature, brief description of the paper structure.
      2. Main body: the literature review, which critically analyzes the chosen research problem (research field) and distinguishes the key research topics, schools of thought, results of research, research gaps. Each chapter and paragraph shall include fundamental ideas, followed by a description of findings and a summary.
      3. Conclusion: the main conclusions and the answer to the research question. It is also recommended to outline the possible avenues of the future research.
   5. The third-year research term paper should include the following elements:
      1. Introduction: the research question and academic relevance, goal and tasks of the research, brief description of the theory (methodology) used, brief description of the research design, methods and data used, time and geographical scope of the research, brief description of the paper structure;
      2. Main Body: (1) The literature review, containing the results of the critical analysis of the chosen research field. The review should characterize the state-of-the-art in the chosen field, define the research gaps and thus emphasize the motivation of study; (2) The theoretical framework of the research, theoretical and methodological approaches which help to build assumptions and / or hypotheses of study; (3) The description of the empirical research design, justification of the data collection and data analysis methods used in the paper; (4) The results of the empirical analysis, research findings, hypotheses / assumptions testing.
      3. Conclusion: general findings of the paper, answer to the research question. It is also recommended to outline the possible avenues of the future research.
   6. The third-year policy term paper should include the following elements:
      1. Introduction: formulation of the policy problem, its topicality, justification of the necessity to solve this policy problem, description of the status quo.
      2. Main Body: (1) Description and justification of the possible alternatives (policy options); (2) Analysis of the political and institutional context (main stakeholders, institutions, legal acts); (3) Evaluation and comparison of the policy alternatives based on a chosen set of criteria, analysis of their compatibility. The context analysis should be conducted using Political Science and Social Sciences methods of data collection and analysis, based on the theories and concepts in the fields of Policy Studies and Policy Analysis, empirical data on public policies in regions and countries of the world, and policy evaluations. The choice of criteria for comparison must be justified. When relying on policy evaluation conducted in other jurisdictions, the analysis must take the local context into account.
      3. Conclusion: policy recommendations to the decision-makers on the implementation of the proposed solution(s), main findings on the problem.
   7. The bibliography includes all legislative acts, research papers, specialized publications and other sources used while preparing and writing term papers and referenced in the text. The bibliography prepared by the second-year students shall consist of at least 20 academic items (monographs and scholarly articles); by the third-year students – at least 25 academic items (research term paper), and at least 15 academic / policy literature (policy term paper). Academic sources in Russian may account for up to a half of the total number of academic items in the bibliography. Depending on the topic, the relative number of Russian-language sources can be increased if approved by the academic supervisor.
   8. If a student fails to comply with the above-mentioned requirements for number of academic items, one point (based on a 10-point grading scale) will be deducted from their final grade for every 2 items missing.[[2]](#footnote-2) If the number of academic items is less than 50% of the number specified in paragraph 3.7, the paper receives 1 point on the 10-point grade scale (unsatisfactory).
   9. The word count of term papers is defined as follows:

* The second year of study: 40,000 up to 60,000 characters with spaces (including all elements of the term paper, mentioned above, except annexes);
* The third year of study: 60,000 up to 80,000 characters with spaces for research papers, 50,000 up to 80,000 characters with spaces for policy papers (including all term paper elements, mentioned above, except annexes).

If a student fails to comply with the above-mentioned requirements for the term paper wordcount, one point (based on a 10-point grading scale) will be deducted from their final grade for every 5,000 characters (spaces included) missing or in excess. [[3]](#footnote-3) If there are 5000 or less characters missing (in excess), no deduction applies.

* 1. Conformity with the requirements, related to the word count and bibliography, is specified by the academic supervisor in the feedback. The points are deduced from the final mark (for third-year students – from the mark after the public defense).
  2. Annexes shall be used if the author uses a large body of materials which can support the contents of the main body of the paper. Source information, the author’s tables and calculations, diagrams, figures and other materials can be presented in annexes.
  3. Narrative style. A term paper shall follow the terminology accepted in the relevant field, as well as notations, applicable abbreviations and symbols. The author of the term paper shall stick to the academic style of presentation and focus reader’s attention on the issue under consideration. Journalistic clichés, slang, terms and expressions, which are typically not used in academic literature, as well as words with diminutive suffixes, shall be avoided. Term papers shall be free of excessive expression of emotion, as well as populist and political slogans, accusations and emotional assessments.

1. **GENERAL REQUIREMENTS FOR THE FORMATTING**
   1. The term papers shall be prepared electronically and typewritten using Times New Roman 12 font size (footnotes shall be provided using 10 font size), 1.5 spacing. Margins: left – 2.5 cm, right – 1 cm, upper and bottom – 2 cm. The front page shall be prepared using the template form provided in these Guidelines (Annex B). Abstracts (125-175 words) in Russian and in English or the executive summary (200-450 words) shall follow the front page.
   2. All pages shall be consecutively numbered in the page header in the center of the page, starting from the second page (the front page is left unnumbered). Page numbers shall be provided for all elements of the Table of Contents (chapters, sections, etc.). The consecutive numbering shall be used for all tables and figures. Tables and figures shall be titled.
   3. New chapters begin on a new page; the same rule applies to other main parts of the paper (i.e. the introduction, the conclusion, the bibliography and annexes). Furthermore, chapters shall be subdivided into sections which are numbered as follows – 1.1, 1.2, 1.3, …, 2.1, 2.2 etc. The word “Chapter” shall not be inserted before the title, and a full stop sign shall not be used. Arabic numbers shall be used for chapter numbering; a dot shall be placed after the figure with a space before the chapter title. Titles of all main parts of the paper and page numbering in the text shall be reflected in the table of contents. Headings shall be highlighted in semi-bold.
   4. The text alignment throughout the paper shall be justified, including footnotes. References to the sources cited shall be provided as footnotes placed in page footer.
   5. If there is a reference to personal names (of scholars, researchers, experts), their initials shall precede the last name (i.e. V.M. Petrov, rather than Petrov V.M., as is customary for the bibliography).
   6. Each annex shall start from a new page with the word “Annex” given in the upper right corner, above the title. The main body of the text shall correlate with annexes via links. Annexes shall retain continuous numbering of pages, originating from the main text.
   7. If a student uses quotations, excerpts from documents, research monographs, reference books or statistical data in the paper with the aim of supporting their own ideas and conclusions, relevant references to the sources shall be given. For the papers written in Russian the GOST Footnotes referencing style shall be used. For the papers written in English the Chicago Manual of Style (17th edition) Full Footnotes Style shall be used. If the source is quoted verbatim, the author shall provide the material ‘as it is’, with quotation marks and a full reference. References shall also be provided if somebody’s opinion is paraphrased (even with a reference to the author’s name), or some lesser-known information is provided, etc. No references are required for commonly known events and facts. Continuous numbering shall be applied to footnotes on all pages (starting from the first to the last footnote).
   8. If the paper is based on a large body of academic literature, the bibliography can be subdivided into several parts, including legislative acts and official documents; specialized literature, e.g., monographs, research articles, publications in periodicals, etc. Sources in Russian shall be listed first and are to be followed by materials in foreign languages. All papers included in the list are given in alphabetical order (by the author’s surname), with full details of the publication provided. If the author’s name is not available (in case the article was published in a collection of research papers or in a collective monograph), the paper shall be put on the list by the first letter in its title. The list of legislative documents

shall be compiled in chronological order based on the legal effect of the documents (international enactments are given first and are to be followed by the federal constitutional and federal laws, legislation of constituent bodies, and bylaws). If electronic sources are used, the student shall indicate the title of the relevant material, the source, and the electronic address (URL) with the access date. The bibliography shall be comprised of only those papers and sources to which the student has made references to in the footnotes.

* 1. If the research paper relies on media accounts as a source of empirical date leading to a violation of wordcount requirements, the respective references may be place in the appendix subject to approval by the academic supervisor.

1. **TERM PAPERS ASSESSMENT CRITERIA**
   1. **The criteria for assessment of term papers prepared by the second-year students:**
      1. correspondence between the topic (title), the goal, objectives, content and conclusions of the paper;
      2. justification of the literature selection, coverage and the analytic depth of the review, the number of papers reviewed, balance in their selection;
      3. quality of the literature review: orientation within the broader literature and research field, correspondence to the state of the art within the subfield (issue area) reviewed, justification of the thesis statement;
      4. demonstrated skills to formulate interesting and relevant research questions (puzzles) on the basis of the literature review, to reveal different views within the academic field and the research gaps;
      5. coherence of the paper structure, quality of logical reasoning;
      6. conformity with the requirements for the formatting, citation rules, bibliographical references and lists;
      7. conformity with the requirements related to the bibliography (no less than 20 academic items) and wordcount (40-60 thousand characters with spaces).
   2. **The criteria for assessment of research term papers prepared by the third-year students:**
      1. *For reviewers:*
         1. explanation and substantiation of the research problem (research puzzle), its significance in the context of the current academic debate;
         2. correspondence between the topic (title), the goal, objectives, content and conclusions of the paper, the extent to which the research question has been answered in the paper;
         3. quality of the literature review: orientation within the broader literature and research field, correspondence to the state of the art within the subfield (issue area) reviewed, justification of the existing views within the academic field, as well as the research gaps;
         4. extent to which the paper demonstrates the skills of a student to apply theories and concepts to form theoretical and methodological frameworks of the research, to formulate the hypotheses / expectations (assumptions) of the study;
         5. quality of the empirical research, the demonstrated level of skills in data collection and analysis, justification and reliability of findings;
         6. coherence of the paper structure, quality of logical reasoning;
         7. conformity with the requirements for the formatting, citation rules, bibliographical references and lists;
      2. *For academic supervisors:*
         1. the extent to which a student has accomplished the objectives set by the academic supervisor;
         2. the level of the demonstrated skills, related to the student’s work with the academic literature (literature review, theoretical framework formulation);
         3. reliability of the empirical findings, quality of the empirical part of the research;
         4. the student’s diligence while preparing the paper, response to the recommendations and comments from the academic supervisor;
         5. dynamics of development of the student’s competencies while preparing the paper;
         6. conformity with the requirements regarding the number of academic sources (at least 25) and wordcount (60-80 thousand characters with spaces).
      3. *Public Defense:*
         1. quality of the presentation, report and slides, the extent to which the student understands the material and uses relevant political science terminology;
         2. quality of the answers to the questions and reviewer’s comments, understanding of the field and topic, as well as a broader research context;
         3. quality of the answers to the questions posed by the defense committee member;
         4. extent to which the paper demonstrates the skills of a student to apply theories and concepts to form theoretical and methodological frameworks of the research, to formulate the hypotheses / expectations (assumptions) of the study;
         5. quality of the empirical research, the demonstrated level of skills in data collection and analysis, justification and reliability of findings.
   3. **The criteria for assessment of policy term papers prepared by the third-year students:**
      1. *For reviewers:*
         1. correspondence of the topic of work (title), the goal, objectives, content and results.
         2. the quality of the formulation of the policy problem, justification of the need for policy intervention, the justification of the relevance and novelty of the policy problem;
         3. the quality of the analysis of the context and problem, description of the social, economic, political and other relevant conditions;
         4. the quality of the policy alternatives analysis and selection, validity and feasibility of the proposed solution, the depth of its description, the use of academic and policy literature, as well as the empirical data on the public policies implementation;
         5. conformity of the paper structure with the policy paper style and structure, quality of reasoning, the relevance of the writing style to the target audience;
         6. conformity with the requirements for the formatting, citation rules, bibliographical references and lists;
         7. demonstrated proficiency in the data collection and analysis methods, relevant to the goal and objectives of the paper, the use of the theories and concepts from the fields of Policy Studies and Policy Analysis;
      2. *For academic supervisors:* 
         1. the extent to which a student has accomplished the objectives set by the academic supervisor;
         2. the level of the demonstrated skills, related to the student’s work with the academic literature, policy literature and empirical data;
         3. reliability of the results and their practical significance;
         4. the student’s diligence while preparing the paper, response to the recommendations and comments from the academic supervisor;
         5. dynamics of development of the student’s competencies while preparing the paper;
         6. conformity with the requirements regarding the number of academic sources (at least 15) and wordcount (60-80 thousand characters with spaces).
      3. *Public Defense:*
         1. quality of the presentation, report and slides, the extent to which the student understands the material and uses relevant political science terminology;
         2. quality of the answers to the questions and reviewer’s comments, understanding of the field and topic, as well as a broader research context.
2. **RULES OF TERM PAPERS ASSESSMENT** 
   1. The grade for term papers prepared by the second-year students shall be assigned by the academic supervisor alone, based on the submitted text, without a review or public defence. In addition to the grade, the academic supervisor shall prepare a detailed feedback regarding the student’s term paper, which shall be submitted to the Study Office by the deadline defined in these Guidelines, after the final version of the paper has been submitted by the student.
   2. The grade for term papers prepared by the third-year students shall be based on the grade by academic supervisor (the grade will follow from his/her detailed feedback), the grade by the reviewer (substantiated in the reviewer’s review), and the grade by the defense committee. The grade will be calculated as an average of the three grades as follows: (Gsupervisor + Greviewer + Gcommittee) / 3. If the supervisor’s and the reviewer’s grades differ by four points or more (e.g., 10 and 6, 9 and 5, etc.), the grade is entirely determined by the defense committee.
   3. The academic supervisor’s feedback shall be submitted to the Study Office after the submission of the term paper by the student, no later than the date set by the Academic Director of the Programme. Reviews and feedbacks can be submitted electronically.
   4. The templates for the feedback and review are specified in Annex C.
   5. In case the policy term paper is carried out by request or with the participation of a legal entity, external to the HSE, this legal entity may provide a feedback on the paper, using the template for the academic supervisors. Such feedback serves as a recommendation and is not included into the final grade.
   6. In order to maintain a high quality of the third-year term papers, the Academic Director of the Programme initiates and coordinates the preparation of reviews for the term papers written by the third-year students. To this end, the Academic Director shall appoint reviewers from among the faculty of the degree programme.
   7. Reviews of the third-year term papers shall be provided by the reviewers to the Study Office after the submission of the final text by the student, no later than the date set by the Academic Director of the Programme.
   8. The Study Office shall communicate the content of the academic supervisor’s feedback and the reviewer’s review to the student no later than 24 hours before the third-year term paper defense starts.
   9. In case of plagiarism and other violations of academic norms, including the use of AI-tools to generate text, an academic supervisor (a reviewer, a committee) shall act according to the procedure, established by the local norms of HSE University.
   10. In case of incorrect citation without plagiarism (the citation is given without quotation marks, but with correct footnotes), the final grade for the paper may not be more than 7 (if the total volume of such incorrect citation is no more than 500 characters without spaces) and 5 (if the total volume is 501-1000 characters without spaces). If the volume of such incorrect citation is more than 1000 characters without spaces and questions the originality of the paper, it may be qualified as plagiarism according to point 6.9.

**Annex A. Stages of the Term Papers Preparation**

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| **№ п/п** | **STAGE** | **PERSON (SUBDIVISION) RESPONSIBLE** | **DEADLINES** | |
| **APPROVAL AND SELECTION OF THE TERM PAPER TOPICS** | | | | |
|  | **Submission of the topic proposals to the virtual learning information system (VLIS)**  Students negotiate their topics with prospective supervisors, supervisors submit the negotiated topics through the VLIS. | Lecturers, faculty members, administration of the program and departments | **September 1 – October 1** | |
|  | **Preapproval of the topics submitted to the VLIS by the Academic Director** | Academic Director | Technical check: no more than **72 hours** after the topic is submitted, check for the conformity with the requirements: no more than **96 hours** after the topic is submitted.  No later than **October 10**. | |
|  | **Topic selection / Submission of the initiative topics by the students**  Students fill out an electronic request to assign them an initially negotiated topic from the list of the preapproved topics in the VLIS.  If a student and a supervisor have managed to agree on the topic only after October 10 (and as a result, a supervisor has not submitted the negotiated topic to the VLIS by October 10), the student has to propose the negotiated topic and to pick an academic supervisor at her own initiative; consequently, supervisors agree to the students’ selection via the VLIS. | Students, faculty members, Academic Director | **October 10 – November 20** | |
|  | **Confirmation from the academic supervisors**  Academic supervisors agree to the students’ selection via the VLIS. | Faculty members, lecturers | **November 1 – November 20** | |
|  | **Approval of the topics by the Academic Board of the Program**  If the Academic Board finds that some of the topics  need adjustments, the Academic Director contacts the respective supervisors with a request to introduce necessary adjustments. | Academic Board | **November 15-20** | |
|  | **The Study Office ensures that the students have selected the topics, and the academic supervisors have approved them.** | Study Office | **November 20 – December 1** | |
|  | **The Study Office prepares and issues a directive on**  **assigning the topics of term papers. The topics are specified in the individual study plans of the students.** | Study Office | **No later than December 15** | |
| **PREPARATION OF THE TERM PAPERS** | | | | |
|  |  |  | **2 год обучения** | **3 год обучения** |
|  | **Students receive and sign the statement of work** | Students, academic supervisors | **December 15** | **December 15** |
|  | **Students present the term paper project, with the preliminary motivation of the research, its structure and expected results** | Students, academic supervisors | **Defined by academic supervisor** | **Defined by academic supervisor** |
| 1. П | **Students present the final version of the term paper, and get feedback from academic supervisors on what is to be corrected or improved** | Students, academic supervisors | **Defined by academic supervisor** | **Defined by academic supervisor** |
|  | **Students submit the final version of the term paper to the virtual learning information system (VLIS) of the HSE** | Students, Study Office | **April 5** | **May 12** |
|  | **Academic supervisors write a feedback on the term paper and provide them to the Study Office** | Academic Supervisors, Study Office | **April 16** | **May 22** |
|  | **Reviews are provided to the Study Office** | Reviewers, Study Office | **-** | **May 22** |
| 1. П | **Public Defense** | Students, academic supervisors, reviewers, defense committees | **-** | **May 23–28** |

**Annex B. Template of the title**

NATIONAL RESEARCH UNIVERSITY

HIGHER SCHOOL OF ECONOMICS

###### St. Petersburg School of Social Sciences and Area Studies

###### Programme in Political Science and World Politics

The author’s full name

**TERM PAPER TITLE**

Term paper

in the field of study 41.03.04 «Political Science»

|  |  |
| --- | --- |
| Reviewer  Doctor of … Sciences, Professor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Initials and Last Name | Academic Supervisor  Doctor of … Sciences, Professor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Initials and Las Name  Adviser  Doctor of … Sciences, Professor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Initials and Last Name |

St. Petersburg 202\_

**Annex C. Templates for feedback and review**

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| National Research University Higher School of Economics | | | | | | | |
| St. Petersburg School of Social Sciences and Area Studies  BA Programme in Political Science and World Politics | | | | | | | |
| **Feedback of the Academic Supervisor** | | | | | | | |
| **second-year** student of the BA Programme in Political Science and World Politics of the St. Petersburg School of Social Sciences and Area Studies | | | | | | | |
|  | | | | Full Name | | |  |
| on the paper: | | «Topic» | | | | | |
| **№** | **Evaluation Criteria** | | | | **Comments** | | |
| 1 | Correspondence between the topic (title), the goal, objectives, content and conclusions of the paper | | | |  | | |
| 2 | Justification of the literature selection, coverage and the analytic depth of the review, the number of papers reviewed, balance in their selection | | | |  | | |
| 3 | Quality of the literature review: orientation within the broader literature and research field, correspondence to the state of the art within the subfield (issue area) reviewed, justification of the thesis statement | | | |  | | |
| 4 | Demonstrated skills to formulate interesting and relevant research questions (puzzles) on the basis of the literature review, to reveal different views within the academic field and the research gaps | | | |  | | |
| 5 | Coherence of the paper structure, quality of logical reasoning | | | |  | | |
| 6 | Conformity with the requirements for the formatting, citation rules, bibliographical references and lists | | | |  | | |
| 7 | Conformity with the requirements related to the bibliography (no less than **20** academic items) and wordcount (**40-60 thousand** characters with spaces) | | | |  | | |
|  | Recommended grade **(10-point scale)** | | | |  | | |
|  | *Additional Comments* | | | |  | | |
|  | | | |
| Academic Supervisor | | | *<signature>* | | | *Name, academic title, subdivision* | |
|  | | | *<date>* | | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| National Research University Higher School of Economics | | | | | | | |
| St. Petersburg School of Social Sciences and Area Studies  BA Programme in Political Science and World Politics | | | | | | | |
| **Feedback of the Academic Supervisor for the research paper of** | | | | | | | |
| **third-year** student of the BA Programme in Political Science and World Politics of the St. Petersburg School of Social Sciences and Area Studies | | | | | | | |
|  | | | | Full Name | | |  |
| on the topic: | | «Topic» | | | | | |
| **№** | **Evaluation Criteria** | | | | **Comments** | | |
| 1 | The extent to which a student has accomplished the objectives set by the academic supervisor | | | |  | | |
| 2 | The level of the demonstrated skills, related to the student’s work with the academic literature (literature review, theoretical framework formulation) | | | |  | | |
| 3 | Reliability of the empirical findings, quality of the empirical part of the research | | | |  | | |
| 4 | The student’s diligence while preparing the paper, response to the recommendations and comments from the academic supervisor | | | |  | | |
| 5 | Dynamics of development of the student’s competencies while preparing the paper | | | |  | | |
| 6 | Conformity with the requirements regarding the number of academic sources (at least **25**) and wordcount (**60-80** thousand characters with spaces) | | | |  | | |
|  | Recommended grade **(10-point scale)** | | | |  | | |
|  | *Additional Comments* | | | |  | | |
|  | | | |
| Academic Supervisor | | | *<signature>* | | | *Name, academic title, subdivision* | |
|  | | | *<date>* | | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| National Research University Higher School of Economics | | | | | | | |
| St. Petersburg School of Social Sciences and Area Studies  BA Programme in Political Science and World Politics | | | | | | | |
| **Review for the research paper of** | | | | | | | |
| **third-year** student of the BA Programme in Political Science and World Politics of the St. Petersburg School of Social Sciences and Area Studies | | | | | | | |
|  | | | | Full Name | | |  |
| on the topic: | | «Topic» | | | | | |
| **№** | **Evaluation Criteria** | | | | **Comments** | | |
| 1 | Explanation and substantiation of the research problem (research puzzle), its significance in the context of the current academic debate | | | |  | | |
| 2 | Correspondence between the topic (title), the goal, objectives, content and conclusions of the paper, the extent to which the research question has been answered in the paper | | | |  | | |
| 3 | Quality of the literature review: orientation within the broader literature and research field, correspondence to the state of the art within the subfield (issue area) reviewed, justification of the existing views within the academic field, as well as the research gaps | | | |  | | |
| 4 | Extent to which the paper demonstrates the skills of a student to apply theories and concepts to form theoretical and methodological frameworks of the research, to formulate the hypotheses / expectations (assumptions) of the study (if required by the chosen methodology) | | | |  | | |
| 5 | Quality of the empirical research, the demonstrated level of skills in data collection and analysis, justification and reliability of findings | | | |  | | |
| 6 | Coherence of the paper structure, quality of logical reasoning | | | |  | | |
| 7 | Conformity with the requirements for the formatting, citation rules, bibliographical references and lists | | | |  | | |
|  | Recommended grade **(10-point scale)** | | | |  | | |
|  | *Additional Comments* | | | |  | | |
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| Reviewer | | | *<signature>* | | | *Name, academic title, subdivision* | |
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| National Research University Higher School of Economics | | | | | | | |
| St. Petersburg School of Social Sciences and Area Studies  BA Programme in Political Science and World Politics | | | | | | | |
| **Feedback of the Academic Supervisor for the policy paper of** | | | | | | | |
| **third-year** student of the BA Programme in Political Science and World Politics of the St. Petersburg School of Social Sciences and Area Studies | | | | | | | |
|  | | | | Full Name | | |  |
| on the topic: | | «Topic» | | | | | |
| **№** | **Evaluation Criteria** | | | | **Comments** | | |
| 1 | The extent to which a student has accomplished the objectives set by the academic supervisor | | | |  | | |
| 2 | The level of the demonstrated skills, related to the student’s work with the academic literature, policy literature and empirical data | | | |  | | |
| 3 | Reliability of the results and their practical significance | | | |  | | |
| 4 | The student’s diligence while preparing the paper, response to the recommendations and comments from the academic supervisor | | | |  | | |
| 5 | Dynamics of development of the student’s competencies while preparing the paper | | | |  | | |
| 6 | Conformity with the requirements regarding the number of academic sources (at least **15**) and wordcount (**60-80** thousand characters with spaces). | | | |  | | |
|  | Recommended grade **(10-point scale)** | | | |  | | |
|  | *Additional Comments* | | | |  | | |
|  | | | |
| Reviewers | | | *<signature>* | | | *Name, academic title, subdivision* | |
|  | | | *<date>* | | |  | |

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| National Research University Higher School of Economics | | | | | | | |
| St. Petersburg School of Social Sciences and Area Studies  BA Programme in Political Science and World Politics | | | | | | | |
| **Review for the policy paper of** | | | | | | | |
| **third-year** student of the BA Programme in Political Science and World Politics of the St. Petersburg School of Social Sciences and Area Studies | | | | | | | |
|  | | | | Full Name | | |  |
| on the topic: | | «Topic» | | | | | |
| **№** | **Evaluation Criteria** | | | | **Comments** | | |
| 1 | Correspondence of the topic of work (title), the goal, objectives, content and results | | | |  | | |
| 2 | The quality of the formulation of the policy problem, justification of the need for policy intervention, the justification of the relevance of the policy problem | | | |  | | |
| 3 | The quality of the analysis of the context and problem, description of the social, economic, political and other relevant conditions | | | |  | | |
| 4 | The quality of the policy alternatives analysis and selection, validity and feasibility of the proposed solution, the depth of its description, the use of academic and policy literature, as well as the empirical data on the public policies implementation | | | |  | | |
| 5 | Conformity of the paper structure with the policy paper style and structure, quality of reasoning, the relevance of the writing style to the target audience | | | |  | | |
| 6 | Demonstrated proficiency in the data collection and analysis methods, relevant to the goal and objectives of the paper, the use of the theories and approaches in the field of Policy Studies and Policy Analysis | | | |  | | |
| 7 | Conformity with the requirements for the formatting, citation rules, bibliographical references and lists | | | |  | | |
|  | Recommended grade **(10-point scale)** | | | |  | | |
|  | *Additional Comments* | | | |  | | |
|  | | | |
| Reviewers | | | *<signature>* | | | *Name, academic title, subdivision* | |
|  | | | *<date>* | | |  | |

1. In addition, term papers may be supervised by visiting lecturers and PhD students, [↑](#footnote-ref-1)
2. One point is deducted 1-2 missing items, two points for 3-4 missing items, etc. [↑](#footnote-ref-2)
3. One point is deducted for 5001 – 10 000 characters, two points for 10 001 – 15 000 characters, three points for 15 001 – 20 000 characters, four points for 20 001 – 25 000 characters, five points for 25 001 – 30 000 characters, six points for 30 001 – 35 000 characters, seven points for 35 001 – 40 000 characters, eight points for 40 001 – 45 000 characters, nine points for 45 001 – 50 000 characters. [↑](#footnote-ref-3)